

# **Single Stock Fund**

## **Implementation Feedback**



# Objective

**Objective:** The student will gain an understanding of lessons learned from initial implementation sites.

**Standard:** The student will be able to answer questions related to the lessons learned when asked by the instructor.

# Topics

- **Mission of Implementation Team**
- **Example composite of the Fort Sill Team**
- **Preparation for SSF Implementation**
- **Pre-conversion Lessons Learned**
- **Conversion Lessons Learned**

# Implementation Team Mission

**Establish onsite support for the activities required to conduct a successful implementation of the SSF business rules, middleware and objectives.**

- Provide critical path management and assist installation before, during and after demonstration
- Serve as single focal point for problem reporting/resolution and coordination of the SSF effort (Help Desk)
- Conduct responsive troubleshooting and analysis
- Manage Middleware
- Perform tracking and measurement
- Capture lessons learned for conversion



# SSF Implementation Preparation

## TASK

- Conduct Logistics & Financial Recons
- Turn off RON/DON
- Clear up financial in-transit transactions
- Clean up local purchase
- Review open FTE for closure
- Turn off excess reporting until conversion
- Conduct an ASL Review Board
- Fill ASLs prior to brownout
- Last date to turn-in retrograde to AY5/W9H until conversion
- Last date to process requisitions until conversion (Brownout)
- High priority walk-through transactions only
- Wholesale freeze on all backorders until conversion

# SSF Help Desk Support

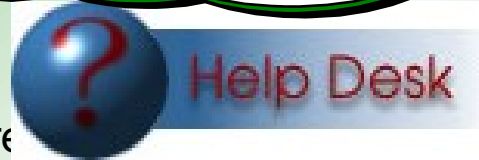
## Finance

Implementation Timelines,  
AWCF-SMA, OPLOC Liaison

## Maintenance

Implementation Plan,  
Maintenance Test Cases,  
National Maintenance Management

Located in HQ AMC



## Supply

Non-SARSS,  
Systems, Implementation  
Timeline, Middleware Software  
Process Flows,  
AMC

## Information Technology

Middleware hardware, SIT,  
IT Training

NOC: (703) 617-4932

DSN: 767-4932

## Administration

Business Rules  
Tasking Actions,  
Suspenses, ISA

## Evaluation

Metrics, Test & Evaluation  
Plan, Problem Reporting

**1st stop for  
conversion help is  
Conversion/  
Implementation Team,  
then local AMC reps**



# Pre-Conversion Lessons Learned

- Backward plan from date last SARSS process is run.
- Installation must develop an implementation plan that supports the Conversion Sequence of Events.



- During implementation, engage customers (at least weekly) to verify understanding of the plan is critical.

- Start Log and Financial Recons early. Use TLC's, Eagle's or any other records reconciliation process, but run twice & work it off immediately.



- Get DoDAACs straight at 90 days and locked in 30 days out - check CTASC, Middleware, CCSS and ISB for congruence.
- Conduct ASL review IAW DA policy/guidance. Scrutinize GS/RX lines.

# **Pre-Conversion Lessons Learned (cont.)**

- **Ensure all FTR's with status are processed and cleared through SARSS into wholesale system prior to conversion**
- **Review all BAC = 3, 5, 9 (second position of MATCAT) for removal from AWCF SARSS-1**
- **Make sure only DA approved Project Codes and valid Ownership/Purpose codes are used**
- **Remove Master NSN with AAC 'W' from AWCF SARSS-1 if no assets on hand with specific NSN**
- **Make sure installation understands that CCSS freezes all backorders until conversion - means only HI-Pri call-ins will be processed**



# **Pre-Conversion Lessons Learned (cont.)**

- **Keeping conversion transparent to ULLS/SAMS customer requires detailed/synchronized planning with O&M SSA.**
- **Fort Sill workaround to allow ULLS customers to conduct turn-ins and process requisitions through supporting O&M SARSS-1 during blackout/brownout worked.**
- **Centralized control of walk-through transactions and call-ins is a must; on site support by AMC/NAMI is a winner**
- **Training should get down to operator level and include topics such as “What Middleware does with your transactions” and “How life changes in the O&M & AWCF SSA as a result of SSF”.**
- **File extraction from SARSS-1 and CTASC must be practiced at least 2x before conversion**

# **Pre-Conversion Lessons Learned (cont.)**

- **F09 Files Process:** All F09 files produced up to CTASC cut-off. CTASC stops producing F09s after cut-off. Develop method to delete all DICs for documents that were force receipted.
- **FIN-RIC:** Ensure that you have FIN-RICs identified prior to conversion. Separate O&M and AWCF.
- **Fund Codes:** Use new regulatory fund code for call-ins during brownout.
- **Installation & OPLOC check in-transits**
  - Create list of all STARFIARS in-transits
  - Check STARFIARS in-transit list with SARSS-1 in-transit by document number to determine if transactions are open or closed
  - If closed (inactive), in SARSS-1, OPLOC posts ZK4 and ZF1 (or ZK1) to charge customer and close the STARFIARS record
  - If open, but dues-in = 0, then question installation why record is open

# Conversion Lessons Learned

- Central repository at installation for problem reports will preclude a lot of misunderstandings
- Conduct IPR daily at conversion and then weekly as needed. Communicate and work through issues as a team
- Make sure CCSS, CTASC and Middleware are on same catalog at conversion
- Routing Tables, RIC GEO, FIN RIC must be established, checked and double checked at CTASC, Middleware and SARSS-1 sites
- Loading of DODAAC, RIC, NIIN, etc., for Natn'l Maint Mgt must be included in Sequence of Events
- Review AWCF SARSS-1 Control Degree Codes
- Incremental "turn on" of SARSS-1 upon conversion was smart
- ILAP financial reports can reduce research burden on RM/budget folks



# Conversion Lessons Learned (cont.)

- **Changeover from STARFIARS-Mod to ISB**

- Once files have been copied from Mod to ISB, steps can be processed concurrent to user validation
- Changeover procedures should reflect new procedures based on lessons learned

- **Monitor ISB Batch Errors Closely**

- Require daily update and explanation of batch errors from OPLOC
- Helps identify trends, table problems and possible systemic problems

- **ISB Table Updates**

- Do not make changes to DoDAAC and RIC SOS table for SSF DoDAACs
- Add AJ2 (NAMI RIC) to RIC SOS

# Bridge to Success Single Stock Fund



**Installation  
DOL**

**Military  
Activities**

**DRM**

**SSF PM**

**SSF Functional  
Proponents**

**MACOM**

**Leader support  
Installation commitment  
Teamwork  
Communication**

**AMC  
SSF Training Team  
OPLOC/Finance Conversion Team  
SSF Implementation Team**

# Summary

- **Single Stock Fund Demo & Initial Implementation provided many different lessons learned**
- **The mission of the Implementation team is to provide 90 days of on site support to ensure a successful conversion**
- **Mission of the Finance Conversion team is to assist in cleaning and closing out the RSF General Ledgers**